



Development Services Department
201 North Stone Avenue
P. O. Box 27210
Tucson, Arizona 85701
(520) 791-5550

OFF-SITE, OFF-STREET VEHICLE PARKING INFORMATION PACKET

In situations where an applicant proposes to locate required off-street parking at an off-site location, as allowed by the Land Use Code (LUC), a site plan of the off-site parking area, the lease agreement for the parking, and a letter of intent (Parking Agreement) are required. These documents will be submitted with the building permit application or as part of the particular LUC compliance process being pursued and will include the following information.

ZONING

The off-site, off-street parking location must have correct zoning. For example, a residentially zoned property cannot be used for parking for a retail project, or if the parking lot is the principal use, the property should have "P", "C-1" or less restrictive zoning.

SITE PLAN

The site plan of the property where the off-site parking will be located is a separate plan from the one required for the development plan.

A. Existing Parking Lot

If the off-site parking to be utilized exists and is part of another project, the off-site parking spaces may be used only if they are not being utilized as required parking for another use.

1. The site plan, together with calculations, is to indicate compliance for the proposed project and the existing development it serves.
2. The site plan is to provide as much information as necessary, such as zoning, improvements, and dimensions to determine whether the parking spaces are acceptable. Parking spaces that do not comply with minimal size, maneuvering, and surfacing requirements of the LUC cannot be used. Also needed is information on any other parking leases that may exist on the property.
3. The project number, legal description, and address of the existing project (on file with the Development Services Department (DSD)) are to be provided so that the site plan, together with the lease agreement, can be added to the record of the existing development. This will supersede any previous parking approval granted for that

OFF-SITE, OFF-STREET VEHICLE PARKING INFORMATION PACKET

Page 2

site.

If the existing parking lot cannot be verified as an approved parking lot, it will be treated as a new use or as an expansion of an existing use. This may trigger a requirement for compliance with off-street parking, landscaping, or other LUC regulations for the entire existing parking lot and any of the existing land uses it serves. These issues should be checked before submitting.

B. Currently Vacant Parcel

If the off-site parking is to be located on a piece of property that is currently vacant, the zoning on the property must allow parking as a principal use.

1. Application for building permits through site plan review is required to establish a record of the land use (parking lot).
2. The site plan will provide all the necessary information to indicate zoning compliance, including the number of parking spaces required and provided, paving, striping, landscaping, screening, etc.
3. The off-site parking site plan is to include the legal description of the property. The legal description is to be included with the building permit application as well, since staff has to review two different sites for compliance.

C. Location Map

The site plan for the off-site parking is to include a location map indicating compliance with the distance requirements from the use to the off-site parking. The scale of the drawing is to be of appropriate size to accurately portray the distance.

LEASE AGREEMENT

A lease agreement accompanies the site plan. It is required in all instances, including situations where the same owner owns both properties. The lease obligates the property owner, successors, and assigns to the conditions agreed upon as follows:

- A. The date of the agreement and the duration of the lease must be included. A minimum of five (5) years is required, with language providing the ability to extend the time, should alternative parking not be arranged.
- B. The language of the lease should address any possible cancellation of the lease and the intent that the required parking will be provided in an alternate location. The cancellation of the lease does not remove the obligation of the lessee from providing the required parking.

OFF-SITE, OFF-STREET VEHICLE PARKING INFORMATION PACKET

Page 3

- C. The number of parking spaces that are being leased.
- D. The legal description of the property on which the parking spaces are being leased.
- E. Appropriate language granting lessee rights of use, ingress and egress on a 24-hour basis.
- F. A statement that the Zoning Administration will be notified upon any change to the lease that would lessen or delete any of the City's requirements. There should be a reasonable time period for the notification, prior to the change in the effective date of the lease.
- G. The lease is to include the notarized signatures of the lessee and lessor or the authorized agents. The lease will include documentation of the legal authority of the persons signing the lease to enter into such an agreement/

PARKING AGREEMENT

A parking agreement, separate from the lease agreement, is to be submitted stating the intent of the lessee to comply with parking requirements, should be proposed lease be terminated. As mentioned previously, cancellation of the lease does not remove the obligation of the lessee from the parking requirement.

A copy of a typical parking agreement is attached.

Should there be any questions, please call the Planning and Development Services Department at 791-5550.

PARKING AGREEMENT

I (we), _____

the Owner(s) of that certain property located at: _____,
(the "Property"), Case File Number _____, have submitted to the City of Tucson a
copy of an executed lease (the "Lease") to provide _____ off-site parking spaces to
meet the parking requirements of the Land Use Code for the proposed use of the Property.

The Owner understands and agrees that approval, of the development plans for the Property is
conditioned upon the Lease being in effect. The Owner(s) further agree(s) that, in the event the
Lease is no longer in effect, the Owner(s) will notify the City of Tucson Zoning Administration
of such fact within thirty (30) days after the date the Lease ceases to be in effect and will:

1. Provide _____ number of substitute parking spaces either on-site or off-site by
presenting to the City an acceptable substitute Lease; or
2. Apply for and obtain a variance of _____ number of parking spaces from the Board
of Adjustment.

The term "Owner(s)" shall mean the current Owner(s) of the Property and any successors or
assigns of any Owner(s).

Date this _____ day of _____, 20____.

Owner(s):

City of Tucson, A Municipal Corporation:

By _____
Development Services Director or Designee